

PERSONNEL PROCESSING PROCEDURE
ANNEX TO MOBILITY PLAN OF

25X1

28 February 1957

The [] Deputy Base Commander is responsible for establishing and operating the Personnel Processing Center as prescribed in the present WRSP (III) Mobility Plan.

The Processing Center will be established in the Base Theatre.

STATION #1 - PERSONNEL

The operation of this station will be under the direct supervision of [] Supporting personnel will []

25X1

a. BAGGAGE TAGS: To be distributed by E-7 (E-Day means departure Watertown, 15 March 1957) to all personnel with proper instructions. On E-Day assure tags are properly marked and attached.

b. PERSONNEL PROCESSING SHEETS: Will be distributed by E-15 and every Detachment member shall be interviewed prior to E-9. Their sheets will be made out in duplicate, filling in name, rank/grade, age, and weight. Complete as many check items as possible prior to E-9. The original will be retained by the individual until boarding time, the duplicate copy will be turned in to the Manifesting Officer in Security by E-7. Follow-up checks will be made between E-9 and E Day to assure completion. At processing time individual's check sheets will be reviewed for completeness.

25X1

c. In the implementation of paragraph "b" above, [] group shall double check: Military Orders, Passports, ID Cards, Dog Tags, and immunization cards for completeness.

d. Upon departure of any personnel carrier from [] all individuals manifested for departure will be assembled 1½ hours prior to loading time at foot of Base Air Control Tower.

25X1

e. All personnel will report for loading at Burbank on March 18, 1½ hours prior to scheduled loading time when baggage will be weighed.

f. Post Office change of address cards will be disseminated to and picked up from all individuals who will notify all correspondents of change of address, by 15 March 1957.

25X1

STATION #2 - WEIGHING

25X1 Also under [] Support personnel will be A/IC
 25X1 [] and A/IC [] All carryon baggage will be tagged
 25X1 prior to E-2 and will be weighed on E-Day, 3 hours prior to loading time.
 All unaccompanied baggage will have been delivered to specified areas by E-5.
 On E-Day carry on baggage, exceeding 65 pounds at weigh in time, will be ad-
 justed to the proper weight and excess will be left at [] with no 25X1
 assurance of being forwarded. The weighing station will be located at the
 foot of the Control Tower. Advice on proper marking of unaccompanied baggage
 will be given at the time of distribution of processing sheets.

STATION #3 - FINANCE

25X1 The operation of this station will be under the direct supervision of
 25X1 []. Supporting personnel will be: []
 25X1 []
 By E-10 Finance will have published and distributed information relative
 to currency restrictions and will have interviewed everyone regarding financial
 and currency matters at the overseas base. Travel advances, where appropriate,
 will be signed for during processing but will not be issued until boarding at
 Burbank for Travis AFB, and individuals will have been instructed as to the
 accounting to be required on the completion of the trip. By E-10 Insurance
 questionnaires will have been distributed and returned by E-5 and all individuals
 interested will have signed for travel insurance if desired. By E-5 they will
 have checked the completeness of the Processing Check List, and have, in coord-
 ination with Headquarters Processing Team, completed Foreign Duty Data Sheets on
 all appropriate individuals, have military pay cards in order and will have inter-
 viewed contractor personnel.

STATION #4 - SECURITY

25X1 The operation of this station will be under the direct supervision of
 25X1 []. Supporting personnel will be: []
 and []

During processing, all individual members of the Detachment will be
 fully rebriefed regarding the Project. In addition there will be a briefing as
 to action enroute and immediately upon arrival. This briefing will include, but
 will not be limited to, conduct at the host military base, customs procedures,
 conduct in the host country, various special personal restrictions imposed by
 the host country.

At this time individuals will also be briefed as to documents and
 material which they should not bear overseas.

On E-Day and each day subsequent, upon departure of personnel carrier,
 a Security Officer will conduct a last minute security check.

Security will be responsible for manifesting individuals on planes. In this, they will cooperate with the Central Mobility Control Officer, [redacted] to determine number of individuals per plane and plane numbers. This preliminary listing will be accomplished by E-10, using the duplicate Personnel Processing Check Sheet provided by [redacted] in coordination with the Central Mobility Control Officer, will designate the Group Commander for each plane load.

Names on individual manifests will be listed alphabetically by rank/grade.

These manifests will be prepared in five (5) copies:

Copies 1 and 5 forward to Project Headquarters.

Copy 2 to Group Commander of each plane load.

Copy 3 retained by Security Officer detailed to checking personnel aboard. Upon departure of the aircraft from Travis AFB this copy will have indicated on it the aircraft number and actual time of departure from Travis AFB and will be turned over to the Central Mobility Office.

Copy 4 to the Deputy Base Commander, Watertown.

[redacted]
Colonel, USAF
Commander

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